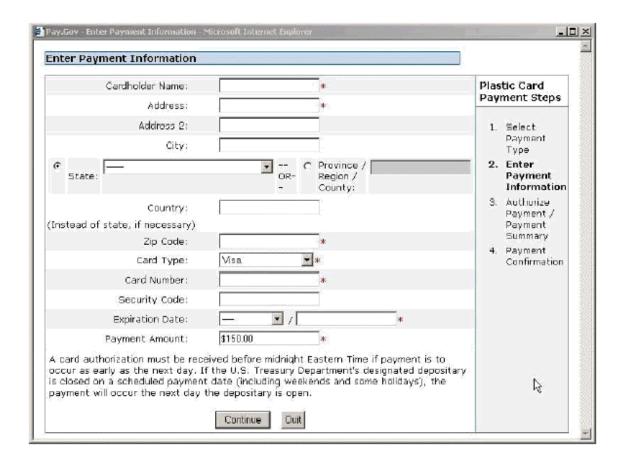
<u>Use of Court Equipment for Hearings:</u> When a law firm would like to request use of the Court's equipment for hearings, the following procedure should be adhered to. Email the Automation Department (debml_automation@deb.uscourts.gov) on the same day that the Agenda is filed. Include in the email the following information: Case number, docket number of Agenda, Judge, hearing time and location, the equipment requested, and the lawyer and law firm requesting the equipment. The automation department will get back to you within one business day weather the equipment is available for use.

<u>Mediator Information on Pleadings:</u> Please include the Mediator's address information on all stipulations regarding appointment of mediator and proposed orders to appoint a mediator to ensure proper service.

<u>CM/ECF Version 2.5:</u> This version of CM/ECF will be installed on 9/1/2004 at 5 PM. The change with this version is the Credit Card Interface for paying filing fees. The first screen will look like this:

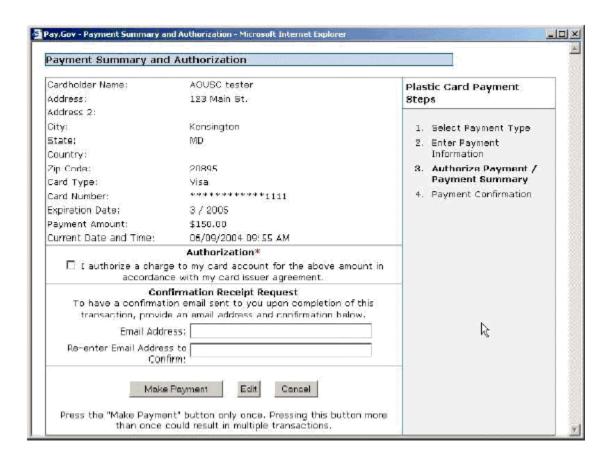


Cardholder name, the first address line, and zip code default to the values shown in the CM/ECF utilities "Maintain Your ECF Account" and "Maintain User Accounts". Attorneys should be made aware that

- 1) There is no verification of these values by pay.gov
- 2) Changing any of these fields on the pay.gov screen does not affect their CM/ECF data

Any needed changes should by made via "Maintain Your ECF.

When the attorney clicks on continue, a summary screen is displayed:



The attorney must click the Authorization checkbox before clicking the Make Payment button. If processing is successful, a receipt generated by CM/ECF is displayed; the receipt now has a link for printing, and the transaction number has a different format (if the attorney entered an email address screen shown above, he will also receive a receipt from Pay.gov).

There have been some issues where the fee has been charged twice to the user's credit card. Any duplicate fees will be refunded, please contact the court if this occurs.